

# Benefits Employee Self Service (ESS) Enrollment

## Items Needed Before Enrolling:

- Dependents information including date of birth, address, and Social Security Number.
- Name and address of your physician(s). This information is needed to complete the Primary Care Provider (PCP) section for you and your covered dependents during enrollment. The selection you make will appear on your member ID card, but does not limit you to that provider in any way.

**Important: Annual enrollment coverage will begin January 1<sup>st</sup>, but deductions for the Health Plan will occur in December's pay.**

## Step 1: LOGGING INTO ESS

Go to <https://mybeacon.nc.gov>.

Enter your NCID and password.

- If you are experiencing problems with NCID password, please contact your Agency HR Rep for assistance.

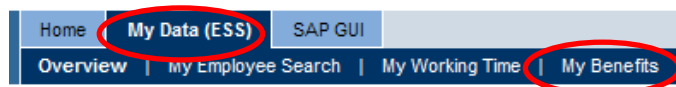
For a step-by-step enrollment guide, go to

[http://www.osc.nc.gov/BEST/support/benefits/Enrolling\\_in\\_Benefits\\_Online.pdf](http://www.osc.nc.gov/BEST/support/benefits/Enrolling_in_Benefits_Online.pdf).

## Step 2: ADD YOUR DEPENDENTS WITHIN ESS

New dependents not currently in the system **must** be added first in order to add them to your health plan later.

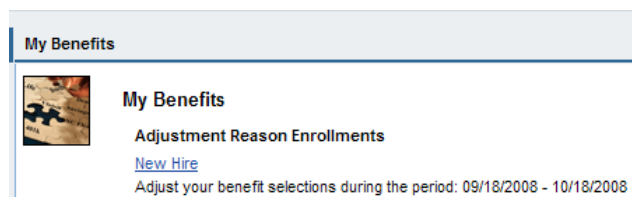
To add dependents, select the My Data (ESS) tab and then go to the My Benefits page.



Once you click "Beneficiaries and Dependents," an overview of existing information will be displayed. You may select "Edit," "Delete," or add a new dependent from the list.

## Step 3: START YOUR ENROLLMENT

Under the **Adjustment Reason Enrollments** heading, click on the link available for you to start your enrollment.



## Step 4: SELECT YOUR BENEFIT PLAN

Plan	Option	
Dental	Enroll	<button>Enroll</button>
Medical	Enhanced 80/20 Plan	<button>Change</button> <button>Remove</button>

If you're not enrolled in a benefit plan, select Enroll.

If you want to change your benefit plan selection or to change your dependents, click Change.

If you want to stop your benefit plan, click Remove.

When you experience a **life-changing event**, such as marriage, divorce, birth of a child, or a spouse's job changes, you must notify your Agency HR representative with proof of the event. The Agency HR Representative will activate the link in ESS so you can make your necessary benefit changes.

## Step 5: ADD DEPENDENTS TO PLAN

After selecting your benefit plan option, click on

Select Dependents or Select Beneficiaries

to add or change your dependents/beneficiaries to the plan.



## Step 6: SELECTING YOUR WELLNESS INCENTIVES

- a. To select a Primary Care Provider (PCP) for you and each of your covered dependents, highlight the member you want to update. Click the PCP lookup tool.



- b. Complete the Smoker Attestation Statement.

**Smoker Assessment**

I and, if applicable, my spouse are not tobacco smokers ...

- ☒ I Agree  
☐ I Do Not Agree

- c. Completing your Health Assessment. If you have already completed your Health Assessment prior to your enrollment, you will see a message displaying that it has been completed. If you have not completed your Health Assessment prior to your enrollment, once finished with your enrollment, go and visit the link on the MyBenefits page to do so. Allow 24 hours for your premium credit to appear on your participation monitor.

[NC Health Smart Health Assessment](#)

[Link to NC Health Smart Health Assessment.](#)

## Step 7: REVIEW YOUR BENEFITS

Once you are satisfied with your benefits selection, click


Review Enrollment

**YOUR ENROLLMENT IS NOT SAVED YET!!**

## Step 8: SAVE YOUR ENROLLMENT

Click on the Save button to complete your enrollment.

Your enrollment is not complete until you have received this confirmation statement:

 Your plan selections have been saved.

## Step 9: PRINT FORM

Don't forget to print a copy of your benefits statement for your records: [Print New Plan Selections](#)